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# APPLICATION GUIDE FOR INCOMING STUDENTS

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## WELCOME!

Founded in 2004, the University for Business and Technology is respected all over the world for its high-quality teaching and research. We are delighted that you have chosen UBT for your Erasmus exchange and cannot wait to welcome you and share all that our University has to offer! From a wide range of study options to suit your academic interests, as well as a huge variety of social and leisure pursuits for you to take part in, one thing is for sure, your exchange at UBT will pass in a flash of activity, enjoyment and adventure! This Guide is intended to take you through the steps of applying to the UBT as an Erasmus student. Further information on studying here will be made available to you once you have been accepted. We very much look forward to welcoming you to the UBT.

Best wishes,  
International Relations Office

"IT PUSHES YOU OUT OF YOUR COMFORTABLE EVERYDAY ROUTINE AND BRINGS YOU MEMORIES AND FRIENDSHIPS FOR LIFE."

"I WILL TREASURE MY ERASMUS EXPERIENCE AND THE MEMORIES THAT I MADE FOREVER!"

"KOSOVO IS NOT HUGE, BUT IT IS BIG ENOUGH FOR YOU NOT TO GET BORED AND YOU WILL ALWAYS FIND SOMETHING TO DO."

# ABOUT UBT

## Study Programmes

- 26 Bachelor Programmes
- 15 Master Programmes
- 124 Specializations
- 6 Professional Schools
- 150 Professional Courses
- PhD Preparation School

## Infrastructure

- 40 E-learning Platforms
- 3.0 Classroom
- 7 Campuses
- 17 Faculties
- 120 Labs
- 53 Spin-Offs

## Students and Staff

- 12.494 students
- 2100 graduates
- 150 visiting professors
- 588 Academics
- 318 Academics with PhD
- 212 Administrative Staff

## International Partnerships

- 450 International Agreements
- 10 Double Degree programs
- 21 Annual International Conferences
- Annual Global UBT Fest
- 3 International Offices



# WHAT IS ERASMUS+

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. This program offers opportunities for people of all ages, helping them develop and share knowledge and experience at institutions and organisations in different countries.

## ERASMUS+ TYPES OF MOBILITY

Student mobility can be in any subject area/academic discipline. To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs. Students may carry out either one or a combination of the activities described below:

### **Erasmus+ Study Mobility**

A study period abroad at a partner higher education institution (HEI), in this case UBT. The study period abroad must be part of the student's study programme to complete a degree at a short cycle, first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third or doctoral cycle.

### **Erasmus+ Traineeship**

Erasmus+ supports traineeships (work placements, internships, etc.) abroad for students enrolled in higher education institutions in Programme countries. These opportunities are also open to recent graduates. Traineeship enables students to develop specific skills including language skills, and to improve their understanding of the economic and social conditions of the country in which they are acquiring work experience.

For detailed information about application procedures, please read this brochure!



# ERASMUS+ STUDY MOBILITY

So you've decided on UBT – hooray! This brochure will guide those interested in coming to Kosovo on Erasmus study exchange through each stage of our application process. Don't worry, it's not complicated and of course, we're here to help at every stage!

## Inter-Institutional Agreement

In order to participate in an Erasmus exchange at the UBT, an Inter-institutional Agreement for student exchange in a relevant subject area must exist between your home institution and UBT. Before applying, check if your home university has an Erasmus Student Exchange Agreement with UBT. You should contact your home university International Office Coordinators and ask them whether a valid agreement exists.

## Nominations

We can only accept applications from students who have been officially nominated by their home institution. A nomination email should be sent to [internationaloffice@ubt-uni.net](mailto:internationaloffice@ubt-uni.net) detailing the student's name, email address, proposed length of stay and subject area.

## Exchange Duration

The mobility experience is approved and recognized as part of your studies for a semester or full academic year. Some degrees will also support shorter duration. This information should be included in the official nomination email from your host institution. Please be aware that once you arrive in Kosovo it is not possible to extend your stay (i.e. from first semester to a full year).





# HOW TO ...

## Apply Online

Nominated students will be emailed directly with a link to our online application. You will need to prepare the following documents in advance:

- **Scanned Passport/ID** - issued by a government, certifying the holder's identity and citizenship.
- **Transcript of Records** - your home institution should be able to provide you with a copy of your Academic Transcript, detailing the courses, credits and grades you've achieved to date.
- **Learning Agreement** - complete your home institution's Learning Agreement document, detailing your provisional course choices in Section 1. This will be signed by the UBT and returned to you prior to beginning your exchange.
- **Language Certificate** (if applicable) - must attest to your English language level and be signed and stamped.
- **Motivation Letter** (optional) - detailing your qualifications and reasons for applying for the exchange.

Successful applicants will receive an official Letter of Acceptance.

## Choose Courses

The academic year at UBT is divided into two semesters. Most courses last for one semester i.e. 12 teaching weeks followed by an examination. A small number of courses run for six weeks only.

As an incoming exchange student you must select at least 50% of your curriculum from the hosting School of the Inter-Institutional Agreement between your home institution and UBT.

The full Course Catalogue will be sent to your home institution by UBT's relevant department coordinators upon nomination or request.

To compare study attainment and performance, UBT, credits 60 ECTS that represent the workload of a year of study; normally 30 ECTS are given for a semester.

The students participating in the exchange program will receive credits for all academic work and will be able to transfer these academic credits from UBT to their home institution on the basis of the prior signed learning agreement.

## Organize Accommodation

At the moment, UBT does not have a dormitory. Yet, there is a wide range of accommodation options and great rates for apartment rentals in Kosovo.

More detailed information about special rates and recommendations will be given directly to the accepted students via email, or on request.

Exchange buddies will also be assigned to each international student so that they can provide academic, personal and professional help and can be a source of support when you are looking for accommodation options.

PLAN

IT ALWAYS SEEMS IMPOSSIBLE  
UNTIL IT IS DONE!



# ERASMUS+ TRAINEESHIP

If you are in receipt of Erasmus+ funding for a traineeship opportunity from your home institution - congratulations! To find out whether a relevant traineeship project or supervising academic is available at UBT, your home university will need to make contact with the appropriate department at UBT.

Incoming students undertaking an Erasmus traineeship are given 'Visiting Student' status at UBT. Visiting Students are administered centrally and not by the IRO Unit.

Your period of traineeship in Kosovo must be relevant for your degree-related learning and personal development needs, and be part of the study programme that you are following.

Internships in Kosovo can be taken from a period of 2 to 12 months per study cycle and within a maximum of one year after the student's graduation.

Your home institution and UBT must have an inter-institutional agreement between them for you to do a traineeship in Kosovo within the framework of Erasmus+.

To take part in an Erasmus+ Mobility for Traineeship you need to:

- Be enrolled in first, second, third cycle degree programme.
- Apply to your University. Some have an internship as an integral part of the study curricular.
- Fill out the Application Form for Erasmus+ Traineeship which will be sent to your email upon nomination by your home university.
- Prepare the necessary application documents: scanned passport, transcript of records, learning agreement for Traineeship, language certificate (if applicable), cover letter, and a CV.
- Send the Application Form and other required application documents to [internationaloffice@ubt-uni.net](mailto:internationaloffice@ubt-uni.net).





# CONTACT

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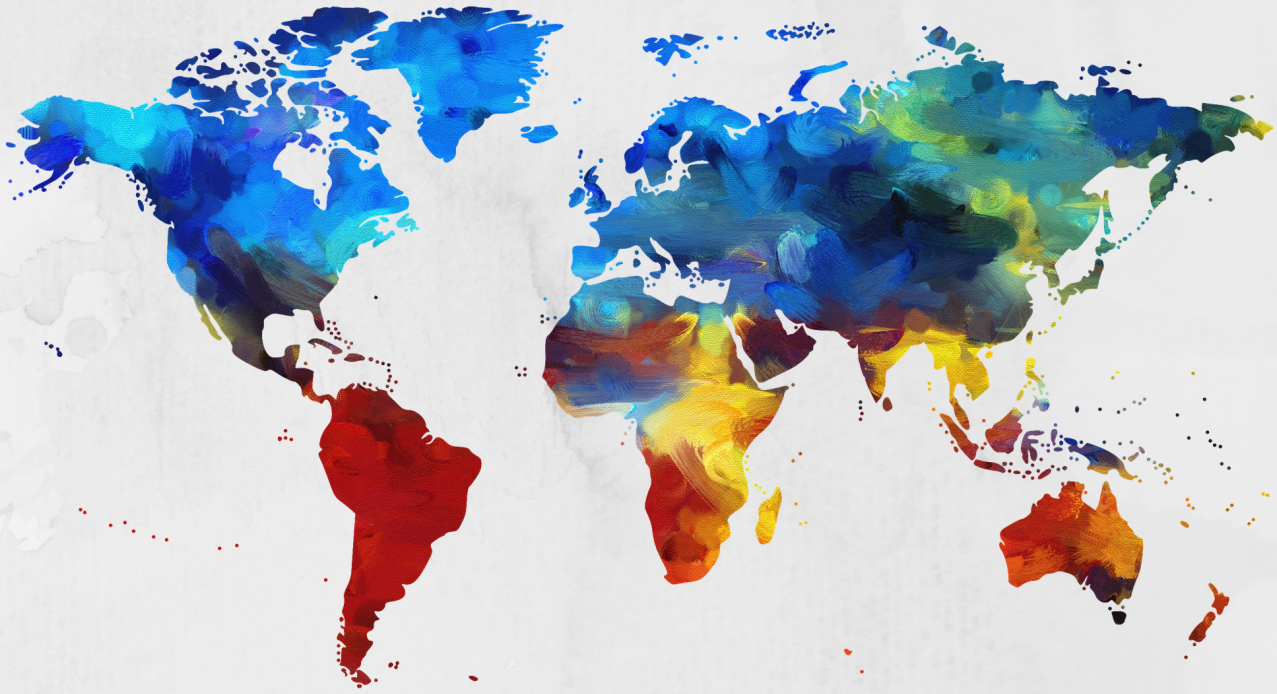
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There is a world out there full of possibilities.  
Your dream is our mission.

Success is a decision. Join us now!